

POSITION DESCRIPTION
PARK COUNTY
Livingston, Montana

POSITION IDENTIFICATION

Functional Title:	Clerk
Department:	Justice Court
Supervisor:	Justice of the Peace
Subordinates:	N/A
Status:	Permanent Part-Time Non-exempt

POSITION SUMMARY

This position is responsible for maintaining the records of the court and performing the duties prescribed by the judge and by law. This position is also responsible for keeping all books, papers, and records filed with the court; for collecting, tracking, and processing all monies received by the court through fees, fines, bonds, and restitution; for attending hearings and clerking in the courtroom when required by the judge; for preparing documents, orders, and correspondence for the court as may be required by law or the judge; for scheduling and maintaining a monthly calendar; for issuing and maintaining a record of qualified jurors; and for preparing hearings.

DIMENSIONS

Area:	variable - based upon area in which citations are given
Monthly Dollar Values:	approx. \$20,000 to \$50,000
Annual Case Volumes:	average of 3, 000 to 5, 000

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Set up, keep, and maintain all criminal and civil records filed with the court.
2. Process all traffic and criminal citations issued in Park County by six separate law enforcement agencies.
3. Process all criminal complaints from the county attorney's office for misdemeanors and felonies.
4. Maintain documentation of all records of proceedings in every case.
5. Process all civil cases in Park County including landlord/tenant, actions for the recovery of money, actions for damages, and to recover personal property. Issue and maintain proper civil forms which include: summons, complaint, praecipe, default judgments, etc. Schedule pre-trial conferences and civil trials. Issue writs of possession and sheriff standby orders.

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6. Process temporary and permanent orders of protection.
7. Collect and process all monies received through fines, fees, bonds, and restitution.
8. Disburse funds for restitution and bonds.
9. Greet and assist the public in a respectful and responsive manner. Provide proper legal forms and accurate instructions to the public.
10. Transfer conviction information to appropriate agencies.
11. Process and distribute court documents to various agencies such as: law enforcement agencies, attorneys, detention centers, counseling agencies, Motor Vehicle Division, public defender's office, county attorney's office, treasurer's office.
12. Track all cases for defendant compliance and implement procedures for defendants who violate sentence conditions.
13. Attend hearings and clerk in the courtroom for the judge. Operate the video arraignment equipment.
14. Conduct research via computer, indexes, files, and dockets.
15. Prepare daily bank deposits. Prepare weekly and monthly financial reports.
16. Maintain list of qualified jurors, juror attendance, and claim forms.
17. Prepare correspondence for the court.
18. Transfer appeals to District Court within the time period allowed.
19. Maintain strict confidentiality.
20. Keep informed of legislative changes necessary to assist the public.
21. Operate computer programs including FullCourt Version 5, Word, and Excel.
22. Maintain court calendar. Schedule Omnibus, show cause, eviction, and other hearings. Schedule jury, bench, and civil trials.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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EDUCATION and/or EXPERIENCE:

High School diploma or GED. Type a minimum of 50 words per minute.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

OTHER SKILLS and ABILITIES:

Should possess certain basic skills and a basic knowledge of the court's function and the duties of a clerk. The skills and knowledge should include a working knowledge of the following: personal computers and word processing; bookkeeping and accounting; principles of file and records maintenance; laws and rules that affect court file and records maintenance; the documents and forms filed with the court; and the deadlines for filing court documents. Must also attend workshops held for clerks of court.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, reach with hands or arms, and stoop, kneel, crouch or crawl. The employee must regularly sit, use hands to finger, crawl, or feel, and talk or hear.

The employee must occasionally lift and/or move up to 50 pounds. There are no special vision requirements for this position.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

DISCLAIMER

The information described herein is not all inclusive and is subject to change at any time due to reasonable accommodation and/or other reason/s without notice or consideration. Critical features of this job are described under the headings above. This job description reflects management's assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned, nor does it restrict management's right to assign or reassign duties and responsibilities to this job/position at any time. In compliance with the Americans with Disabilities Act, Park County provides reasonable accommodation to any qualified individual with disability and encourages both prospective employees and incumbents to discuss potential accommodation/s with the Human Resource office.